

Commonwealth of Virginia  
Board for Contractors  
**Sample Guidelines**  
October 1997

The following "Sample Guidelines" are intended only to serve as a guide to the information which the Virginia Board for Contractors Regulations, 18 VAC 50-22-260.B.8, requires in every residential contract. It contains only the minimum requirements listed in Board for Contractors Regulations. You are advised that other State and Federal laws may require additional disclosures on your contract. If you have legal questions concerning the content of your contract, you are advised to consult an attorney.

Contractor's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Specialty Services: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner's name and address: \_\_\_\_\_

Job Description: \_\_\_\_\_

Materials: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Deposit: \_\_\_\_\_ Payment Schedule: \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Completion date: \_\_\_\_\_ \*

\* Any delay caused by events beyond the control of the contractor shall not constitute abandonment and shall not be included in calculating time frames for payment or performance.

**PERMITS/INSPECTIONS/ZONING:** The contractor shall comply with all local requirements for building permits, inspections, and zoning.

**CANCELLATION:** *All cancellation rights of parties must be disclosed! Consult your attorney for any specific cancellation requirements.*

**MODIFICATION:** Any modification to this contract which changes the cost, materials, work to be performed, or the estimated completion date must be made in writing and signed by all parties.

*Must be included in all contracts resulting from door to door, home solicitations:*

**ACKNOWLEDGEMENT:** The Owner hereby acknowledges that he/she has been provided with and reads the Department of Professional and Occupational Regulation statement of protection.

**SIGNATURES:**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_